

[Your School's Letterhead]

[Date]

[Parent/Guardian's Name]

[Address]

[City, State, Zip Code]

Dear [Parent/Guardian's Name],

Subject: Behavior Report for [Student's Name]

I hope this message finds you well. I am writing to share an update on [Student's Name]'s behavior and progress in our kindergarten class.

During the past [time period], [Student's Name] has shown [positive behavior/areas of improvement]. Some highlights include:

- [Example of positive behavior, e.g., helping a classmate, following directions]

- [Another positive example, e.g., participation in class activities, sharing materials]

However, there have been some challenges that I wanted to address:

- [Example of challenging behavior, e.g., difficulty staying on task, interrupts others]

- [Another challenge, e.g., struggles with conflict resolution, has trouble following rules]

We believe in working together to support [Student's Name]'s growth. I encourage you to discuss these observations with [him/her/them] and reinforce our classroom expectations at home.

Please feel free to reach out if you have any questions or would like to discuss [Student's Name]'s behavior further. I appreciate your support and partnership in [his/her/their] education.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[School Name]

[Contact Information]